

DEPARTMENT OF THE ARMY
HQ, US ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL & FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular
No. 350-06-2

Expires 30 September 2007
Training

PRIMARY CLASSROOM ASSIGNMENTS

- 1. HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
- 2. PURPOSE.** To assign primary use of classrooms to individual teaching departments within the US Army Medical Department Center and School (AMEDDC&S) and other activities within the US Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S & FSH), and outline the responsibilities inherent to those assignments.
- 3. REFERENCES.**
 - a. AR 190-13, The Army Physical Security Program (Chapters 2, 3, and 4). (Required)
 - b. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive) (Chapters 3 and 4). (Required)
 - c. AMEDDC&S & FSH Memorandum 1-2, Classroom and Audiovisual Support Procedures. (Related)
 - d. AMEDDC&S & FSH Memorandum 350-16, Classroom Usage for Non-US Army Medical Department Center and School Entities. (Related)
 - e. AMEDDC&S Memorandum 350-22, Managing Course Administrative Changes to the Army Training Requirements and Resources System. (Related)
 - f. Memorandum, Academy of Health Sciences (AHS), MCCS-HSM, 14 July 04, subject: College Classroom Usage at the Academy of Health Sciences (AHS). (Related)

*This circular supersedes AMEDDC&S & FSH Cir 350-02-2,
15 Apr 04.

4. APPLICABILITY. This circular applies to all individual teaching departments within the AMEDDC&S and other activities within the AMEDDC&S & FSH.

a. Classrooms at the AMEDDC&S are categorized as level 1, level 2, level 3, level 4, or special use (see Appendix A for description), and are either dedicated or for general use. Classrooms are the responsibility of individual teaching departments to which primary use is assigned (see Appendix B). Primary user implies primary room responsibility and priority scheduling of a room. Secondary user implies another department or AMEDDC&S & FSH activity that wishes to schedule a room maintained by the primary user. In conjunction with the primary user, all scheduling of level 1 and level 2 classrooms, with the exception of classroom 2113, will be accomplished by the Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), AHS, AMEDDC&S.

b. Departments/activities will adhere to the following classroom scheduling priorities:

- (1) Student classes (active duty military training).
- (2) Student classes (Reserve Component military training).
- (3) Other training (civilian, college classes, post, etc.).
- (4) Meetings for on-post groups/organizations.
- (5) Off-post requests.

c. Departments/activities will adhere to the following scheduling priorities for Blesse Auditorium:

- (1) Official ceremonies.
- (2) Student classes (military training).
- (3) Other training (civilian, college, post, etc.).

d. Event/ceremony practices (i.e., graduation, parades, etc.) will not be scheduled during normal training hours.

e. Primary room assignments have been made considering the usage recorded by the TSSB, DASQA, AHS, AMEDDC&S, and other requirements as determined by the Dean, AHS. Primary room assignments for level 1 and level 2 classrooms are at Appendix B. Periodic assessments may dictate adjustments to these primary room assignments. The new automated scheduling program (ASTRA) will have unique "Room Control Groups" who will receive and determine approval of requests for the use of their assigned primary classroom(s).

f. The Defense Medical Readiness Training Institute will be assigned rooms, by the TSSB, to conduct weekend training classes.

g. The AMEDDC&S supports numerous college programs for soldiers and their dependents. The TSSB will coordinate the use of classrooms for college classes with the post Education Center.

h. Organizations and/or individuals that are using a classroom for which they are not the primary user, will be responsible for all equipment in that classroom during their scheduled time and will leave the room in the same configuration as posted on the wall.

5. RESPONSIBILITIES.

a. Office of the Dean, AHS.

(1) Establishes all policies pertaining to scheduling, usage, and maintenance of classrooms.

(2) Approves primary classroom assignments and requests for changes to classroom facilities.

(3) Directs responsibilities for maintaining individual classrooms to the departments and activities assigned primary responsibility.

(4) Approves/disapproves classroom technology/configuration recommendations forwarded by the Classroom/Technology Review Board (see 6b).

(5) Approves Field Training Exercise (FTX) schedule changes within 45 days of the FTX.

b. AMEDDC&S departments/activities.

(1) Ensure maximum use of classrooms.

(2) Coordinate structural and technology changes to classrooms with the Dean, AHS, via the Classroom/Technology Review Board.

(3) Provide a designated point of contact for assigned/primary classrooms to the TSSB. Post this information outside each classroom.

(4) Enforce all policies pertaining to scheduling, usage, and maintenance of classrooms. Report discrepancies regarding room use to the AMEDDC&S Security Office and TSSB Scheduling Office as soon as the discrepancy is noted. Post room configuration diagram on room bulletin board.

(5) Maintain key accountability for assigned rooms and obtain approval for any changes, to include duplicate keys, from the AMEDDC&S Security Office. Submit and maintain up-to-date copies of appointment orders for all primary and alternate key control custodians to the facilities Physical Security Noncommissioned Officer (NCO) in accordance with paragraph 3a of this circular. Ensure the AMEDDC&S Security Office has access to an override key for all cipher-locked entrances.

(6) Adhere to priority for room usage when responding to requests from outside the department (see paragraph 4a).

(7) Maximize room usage within department resources. Coordinate additional room requests with other departments or the TSSB.

(8) Maintain room conditions to include, but not limited to, the following:

- (a) Furniture and all equipment.
- (b) Walls and floors.
- (c) Chalkboards and other fixtures.
- (d) Cleanliness and orderliness.

(e) Regular cleaning will be accomplished through the cleaning contract. Cleaning equipment (i.e., vacuum, mop, broom) for special needs may be borrowed and returned to the Classroom Support Section, TSSB, DASQA.

(9) Submit work orders to the designated Facility Manager or the designated representative. In the absence of either, the request will be submitted to the Classroom Support Section, TSSB, DASQA, who will submit and track the work order.

(10) Submit classroom technology/audiovisual requests/assistance, to include troubleshooting, to avhelp@amedd.army.mil.

(11) Submit all training schedules on the approved TSSB Microsoft Excel spreadsheet and transportation requests to the TSSB at least 3 months prior to class start date. All schedule changes will be forwarded to the TSSB as soon as they are finalized. Any schedule change that affects a transportation requirement must be submitted to the TSSB, DASQA, at least 2 days prior to execution of the requirement. Same-day bus transportation changes will be granted only when there are extenuating circumstances. (Upon implementation of and transition to the ASTRA automated scheduler program, departments will update class training events as they occur.)

(12) Field training exercise schedules will not be changed less than 45 days prior to execution unless approved by the Dean, AHS.

(13) Maintain classroom integrity.

(a) The AMEDDC&S departments/activities are not authorized to reconfigure spaces that permanently affect the number of students that can be accommodated in a classroom or the designated use of a classroom as documented in Appendix B. Requests for reconfiguration or room assignment changes must be forwarded, by memorandum, from the department chief; thru the Chief, DASQA; to the Dean, AHS.

(b) Classrooms may not be used for storage or administrative space.

(c) Loss or misplacement of property from classrooms should be reported to the department NCO in charge for resolution. Unresolved issues should be reported to your Installation Property Book Officer at the Supply and Services Division, Directorate of Logistics (DOL), AMEDDC&S & FSH, to determine appropriate referral action (i.e., AMEDDC&S Provost Marshal/Security Office NCO, 15-6 Investigation, etc.).

(14) Make requests/recommendations to the Dean, AHS, regarding classroom requirements and requests for modifications to the standard configuration (see paragraph 6).

c. Training Systems Support Branch, DASQA, AHS.

(1) The Chief, TSSB:

(a) Provides recommendations to the Dean, AHS, and/or Commander, 32d Medical Brigade, and/or Commandant, AMEDD NCO Academy, regarding primary room assignments and requests for changes, modifications, technology applications, etc. The Chief, TSSB, serves as the Chair of the Classroom/Technology Review Board.

(b) Documents all class schedules for training and other events, and manages the ASTRA automated scheduler system. Reviews and monitors training schedules for compliance with paragraph 4a, above.

(c) Provides statistical reports regarding room usage, occupancy, etc., and makes recommendations to the Dean, AHS, and/or Commander, 32d Medical Brigade, and/or Commandant, AMEDD NCO Academy. Up-to-date room schedules are available on the DASQA, TSSB, website, www.cs.amedd.army.mil.

(d) Schedules activities, classes, etc., that are outside the responsibility of the individual teaching

departments (i.e., Civilian Personnel Advisory Center training, college classes, meetings, parades, etc.). Coordinates evening and weekend dates with the respective primary user and security office.

(e) Resolves room scheduling conflicts between departments based on priorities stated in paragraphs 4a and 4b.

(f) Receives reports of policy noncompliance and initiates corrective actions.

(g) Provides training location, numbers, events, etc., to the Dean, AHS; DOL; and Commander, AMEDDC&S.

(h) Maintains database of room usage and availability to assist departments and outside agencies with room requests. Assigns available level 1 and level 2 classrooms, Blesse Auditorium, and the LTC Bart Nelson Coers (COERS) conference room to users other than the primary user.

(i) Makes assignments to level 1 and level 2 classrooms.

(j) Provides support for additional internal and external technology/audiovisual requirements as personnel staffing and resources permit.

(2) Classroom Technology Support Section, TSSB, DASQA.

(a) Supports events in the AMEDDC&S Commander's Conference Room in building 2840, and the COERS conference room (#2407), which require video teleconference capabilities.

(b) Serves as the AMEDDC&S point of contact on all installations, upgrades, preventive maintenance of audio visual technology equipment (podiums and instructional technology) in level 1 and level 2 classrooms.

(c) Provides ceremonial, audiovisual support, and on-site assistance as requested.

(d) Maintains condition/environment of Blesse Auditorium. Conducts Blesse events attended by General Officers.

(e) Augments the janitorial service contract by providing cleaning services in stairwells and other common areas.

(f) Ensures safety hazards are posted and corrected (i.e., initiates floor drying following rains).

(g) Initiates and processes work orders for DASQA-managed classrooms (see Appendix B). Coordinates work orders for common areas with Facilities Engineering.

(h) Assists primary users, upon request and when possible, to maintain classrooms.

6. REQUEST FOR CHANGES TO ROOM TECHNOLOGY/CONFIGURATION.

a. The department chief will submit a request for approval thru the Chief, DASQA, to the Dean, AHS, to change room technology or configuration and include a completed Request for Classroom/Technology Change form (Appendix C). This form will include the following additional information:

(1) Current program of instruction requirements that support the request.

(2) Documentation that supports needs for future initiatives/integration of training that may require classroom/technology changes.

b. A Classroom Technology Review Board will be convened by the DASQA for consideration of the request. The review board will consist of a department representative; Information Technology and Telecommunication (ITT) representative; Audiovisual Specialist; Office of the Dean representative; Facilities Engineering representative; and the Chief, TSSB, DASQA. The following data will be used to make a recommendation to the Dean, AHS, regarding the approval of the request:

(1) The TSSB will provide historical scheduling data regarding the number of hours scheduled for level 1 and level 2 classrooms (the requestor's hours, as well as overall hours).

(2) The TSSB, a Facilities representative, and ITT personnel will make a site visit assessment.

(3) The TSSB will provide data regarding other users of the space in question and the impact on the overall AMEDDC&S training mission.

(4) The ITT will provide cost estimates to reconfigure and/or add technology, to include facility modifications that may be required, as well as leasing and maintenance costs for additional technology equipment.

c. Upon completion of the data/information gathering process, the TSSB will schedule a meeting with the Classroom Technology Review Board and the department representative to finalize the recommendation to the Dean, AHS.

APPENDIX A

Classroom Levels

Level One. Classrooms designed to support training that is best delivered using discussion, conference, or lecture techniques. While the instructor has the capability to access training material from a centralized storage facility (Digitized Training Access Center [DTAC]), it is still the instructor that leads the student through the training process from a Multimedia Instructor Workstation. Note: Video teletraining equipment can be added to this classroom to support the delivery of instructor-based distance learning. Level one classrooms will consist of at least one of each of the following: CPU Presenter/VCR tied to the Network Symposium (Smart Board with Lectern). It can also have video teletraining or video teleconference equipment that can be part of the level one classroom description.

Level Two. Builds on the base capability in the level one classroom by providing an individual Multimedia Student Workstation for each student. Through the electronic communication infrastructure, each individual workstation has the capability to access approved training material from a centralized storage center. This classroom allows training to be designed for student participation using interactive multimedia instruction courseware. In addition to components described in level one, each student will be provided an individual work station to use for training. The capability to work using a CPU through the network also has to be assumed. This allows the student to access approved training material from the centralized storage center as described in the description.

Level Three. Builds on level two by providing video teletraining capability (2-way audio and video) and access to world wide web sources of information to each student. This classroom allows training developers to design training that integrates training and information from world wide web sources. Provides a foundation for collaborative training among branches and schools; alternative training strategies using governmental, educational, industrial, and commercial sources; and the platform to support the delivery of distance learning. Level three requires the addition of video teletraining capabilities and access to the world wide web.

Level Four. This level builds on level three with the added requirement to support simulations and/or simulators designed to support the Army Family of Simulations (FAMSIM) (i.e., AMEDDEX). They are highly specialized or provide the capability to support the FAMSIM that cannot be accomplished with a level two or three classroom.

Level Nine (Special Use Rooms). Auditoriums, conference rooms, offices, and specific-use laboratories.

APPENDIX B, PRIMARY ROOM ASSIGNMENTS

Department/ Activity	POC & Telephone Number	Room/Level*	Capacity	Type
Academic Support and Quality Assurance (MCCS-HS)	221-6629	0501/2 (AESTC Room)	21	PC Lab
		1500/0 (Blesse Auditorium)	500	Auditorium
		2105A/2	15	PC Lab
		2105B/2	15	PC Lab
		2105C/2	20	PC Lab
		2121/1	24	Tables/Chairs
		2122/1	44	Tables/Chairs
		2202/1	50	Tables/Chairs
		2206/1	69	Tables/Chairs
		2407/0 (COERS Room)	36	Conference Room/ Videoteleconference
	221-8816	2205/1	50	Tables/Chairs
		2403A/1	15	Tables/Chairs
		2403B/1	15	Tables/Chairs
	221-6400	1406/3	20	Digital Training Facility (DTF)
		1407/3	20	DTF
	221-6147	Bldg 2840, Rm 101/3	20	DTF
	221-8138	2103/2	21	Learning Resource Lab
		2113/1	29	Videoteletraining
Health Services Administration (MCCS-HF)	221-6443	2207/1	40	Tables/Chairs
		2312/1	50	Tables/Chairs
	221-8566	Bldg 1026, Rm 106/0	20	Tables/Chairs
		Bldg 1026, Rm 107/2	20	PC Lab
		Bldg 1026, Rm 110/2	45	PC Lab
		Bldg 1026, Rm 111/2	45	PC Lab
		Bldg 1026, Rm 136/0	140	Auditorium

* All rooms are located in building 2841 unless otherwise stated.

Department/ Activity	POC & Telephone Number	Room/Level	Capacity	Type
Health Services Administration (MCCS-HF) (Cont.)	221-3554	Bldg 2640, Rm 1/1	60	Chairs
		Bldg 2640, Rm 2/1	50	Chairs
		Bldg 2640, Rm 3/1	60	Chairs
		Bldg 2640, Rm 4/1	60	Chairs
		Bldg 2640, Rm 5/1	60	Chairs
		Bldg 2640, Rm 6/1	60	Chairs
Clinical Support Services (MCCS-HC)	221-8597	2117/1	45	Arm Chairs
		2118/1	45	Arm Chairs
		2119/1	45	Arm Chairs
		2120/1	50	Tables/Chairs
	221-7361	2308/1	50	Arm Chairs
		2309/1	50	Tables/Chairs
Dental Science (MCCS-HD)	221-6702	3303/1	26	Tables/Chairs
	221-7545	3307/1	40	Tables/Chairs
		3313/1	40	Tables/Chairs
	221-7732	3503/1	35	Tables/Chairs
Leader Training Center (MCCS-HH)	221-6406	2203/1 (A,B,C)	3/20 each	Tables/Chairs
		2204/1 (A,B,C)	3/20 each	Tables/Chairs
		2305/1 (A,B,C)	3/20 each	Tables/Chairs
		2404/1 (A,B,C)	3/20 each	Tables/Chairs
		2405/1 (A,B,C)	3/20 each	Tables/Chairs
	221-5003	Bldg 4196		Rockdrill Facility
	221-7560	3201/1 (A,B,C,D)	4/16 each	Tables/Chairs
		3202/1 (A,B,C,D)	4/16 each	Tables/Chairs
		3203/1 (A,B,C,D)	4/16 each	Tables/Chairs
3402/1 (A,B,C,D)		4/16 each	Tables/Chairs	
Medical Science (MCCS-HM)	221-6457	2114/1	40	Tables/Chairs
		2406/1	60	Tables/Chairs
	221-8004	0201A/1	60	Tables/Chairs
		3403/1	60	Tables/Chairs
		3404/1	60	Tables/Chairs

Department/ Activity	POC & Telephone Number	Room/Level	Capacity	Type
Nursing Science (MCCS-HN)	221-6329	2303/2	60	Tables/Chairs
	221-1582	Bldg 615, Rm 113/1	80	Tables/Chairs
		Bldg 615, Rm 117/1	40	Tables/Chairs
		Bldg 1380, Rm 109/110	65	Tables/Chairs
	221-4028	Bldg 1380, Level 2	80	Tables/Chairs
		Bldg 1374, Rm 320	50	Nursing Skills Lab
Preventive Health Services (MCCS-HP)	221-8909	2115/1	24	Tables/Chairs
		2201/1	50	Tables/Chairs
		2306/1	50	Tables/Chairs
		3204/1	25	Tables/Chairs
		3304/1	25	Tables/Chairs
		3305/1	30	Tables/Chairs
		3308/1	40	Tables/Chairs
		0405/1	40	Tables/Chairs
	221-6189	3505/2	15	PC Lab
Veterinary Science (MCCS-HV)	295-1023	Bldg 325, Rm 11/0	30	Refrigerated Lab
		Bldg 325, Rm 17/1	30	Tables/Chairs
		Bldg 325, Rm 18/1	30	Tables/Chairs
		Bldg 325, Rm 20/0	30	Dry Lab
	221-4931	Bldg 325, Rm 33/2	35	PC Lab
		Bldg 325, Rm 39/2	20	PC Lab
		Bldg 2657, Rm 1/1	48	Tables/Chairs
		Bldg 2657, Rm 2/1	48	Tables/Chairs
		Bldg 2618, Rm 1/2	30	PC Lab
		Bldg 2618, Rm 2/2	20	PC Lab
AMEDD Noncommissioned Officers Academy (MCCS-N)	221-4294	Bldg 1397/2	4/18 each	Small Group
		Bldg 1397/2	8/16 each	Small Group
		Bldg 1397/2	4/14 each	Small Group
32d Medical Brigade (MCCS-A)	221-4083	Evans Theater/0	500	Arm Chairs
US Army Medical Command (MCCG)	221-6802	Bldg 2792 (Wood Auditorium)	150	Chairs
		Bldg 2792, Rm 229	30	Conference Room/ Video teleconference

APPENDIX C

REQUEST FOR CLASSROOM/TECHNOLOGY CHANGE <small>(The proponent is MCCS-HSM)</small>	
1. BLDG/ROOM NUMBER:	2. LEVEL:
3. PRIMARY USER (BRANCH/COURSE):	
4. CAPACITY IF REQUEST IS APPROVED:	
5. LIST SPECIFIC TECHNOLOGY TO SUPPORT REQUEST/MONIDFICATION/UPGRADE:	
6. PROGRAM OF INSTRUCTION (POI) HOUR CLASSROOM REQUIREMENTS: <i>(PROVIDE FOR EACH POI PER COURSE THAT REGULARLY USES THIS ROOM.)</i> <div style="margin-left: 40px;"> LEVEL 1 _____ LEVEL 2 _____ LEVEL 3 _____ LEVEL 4 _____ SPECIAL LAB _____ </div>	
7. OTHER INITIATIVES WITH DOCUMENTATION (OTHER THAN CURRENT POI) THAT SUPPORT THIS REQUEST:	
8. WILL THIS INITIATIVE RESULT IN ADDITIONAL/OTHER ROOMS REQUIRED TO ACCOMPLISH THE POI TRAINING? (YES/NO) IF YES, IDENTIFY APPROXIMATE NUMBER OF HOURS BY ROOM TYPE.	
9. OTHER PROGRAMS THAT MAY BENEFIT:	
10. STATEMENT ON IMPACT TO TRAINING IF REQUEST IS NOT APPROVED:	

(MCCS-HSM)

FOR THE COMMANDER:

OFFICIAL:

MONICA M. ARZOLA
Secretary of the General Staff

ERNEST C. BRIDGES
Chief, Human Resources and Administration

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